

CITY OF BURBANK

LITIGATION PARALEGAL

DEFINITION

Under direction, to assist attorneys with the management and coordination of all phases and stages of litigation; and to do related work as required.

ESSENTIAL FUNCTIONS

Composes and prepares pleadings, briefs, affidavits, and discovery documents; conducts research on legal and factual issues required for the preparation of a variety of legal documents, preparation of court cases, and legal citation references to assist attorneys; manages information and record gathering in response to discovery; prepares deposition summaries and litigation related correspondence; organizes and coordinates files and records in preparation for trial; coordinates witnesses for trial and depositions; monitors investigators' activities; assists in case management issues including contacts with opposing counsel and calendaring; assists in the drafting of agreements, resolutions and ordinances and review of contracts for compliance with legal requirements; processes data and documents on computer.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - applicable state and federal legal procedures; knowledge of law office terminology and procedures; knowledge of basic research methodology; knowledge of applicable court rules, time deadlines and other related requirements; knowledge of principles and methods of legal writing; knowledge of English usage, spelling, grammar, and punctuation.
- Ability to - use a personal computer, including word processing, document maintenance, case management, and calendaring software; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to possession of a Bachelor's degree plus a Paralegal Certificate from an American Bar Association accredited institution in Civil Litigation and two years of paralegal experience in a litigation-oriented law office.

SUPPLEMENTAL INFORMATION

A valid California Class "C" driver's license or equivalent may be required at time of appointment.